

Civil Service Commission

Executive Director

Mission

To represent the public interest in the improvement of Personnel Administration in the County and to advise the County Board of Supervisors, the County Executive and the Human Resources Director in the formulation of policies concerning Personnel Administration within the competitive service; and act as an impartial hearing body for County employee grievances and appeals.

Focus

The Civil Service Commission serves as an appellate hearing body to adjudicate employee grievances. The Commission also reviews and conducts public hearings on proposed revisions to the Personnel Regulations. The Commission fosters the interests of civic, professional and employee organizations and the interests of institutions of learning in the improvement of personnel standards.

The Commission is developing and preparing to deliver a program through which employees may receive training prior to appearing before the Commission that is substantially similar to the training it offers to management.


This is being offered to provide equal opportunities to both sides in preparation for grievance and appeal hearings.

THINKING STRATEGICALLY

Strategic challenges for the Department include:

- o Improving employee and agency understanding of Commission purpose and procedures, thus serving justice for all parties appearing before the Commission;
- o Encouraging and prepare all parties in the grievance and appeal process to use mediation and intervention to settle differences; and
- o Advising the BOS regarding the improvement of personnel administration in the competitive service.

New Initiatives and Recent Accomplishments in Support of the Fairfax County Vision

 Corporate Stewardship	Recent Success	FY 2005 Initiative	Cost Center
Continue to ensure due process for appellants through the effective and efficient processing of case workload and improve service delivery by increasing the visibility of the Commission through the creation and development of a Commission website.	✓	✓	Agencywide
Encourage management and employees to utilize existing mediation and appeals opportunities to resolve grievances and eliminate barriers that make appeals to the Commission arduous or unattainable.	✓	✓	Agencywide
Develop and deliver training with employee representative agencies for employee/grievant appearances before Commission including assistance to grievants with case preparation and presentation.		✓	Agencywide

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Budget and Staff Resources



Agency Summary					
Category	FY 2003 Actual	FY 2004 Adopted Budget Plan	FY 2004 Revised Budget Plan	FY 2005 Advertised Budget Plan	FY 2005 Adopted Budget Plan
Authorized Positions/Staff Years					
Regular	2/ 2	2/ 2	2/ 2	2/ 2	2/ 2
Expenditures:					
Personnel Services	\$181,104	\$154,979	\$147,979	\$161,176	\$161,176
Operating Expenses	26,969	46,026	53,026	46,026	46,026
Capital Equipment	0	0	0	0	0
Total Expenditures	\$208,073	\$201,005	\$201,005	\$207,202	\$207,202

Position Summary	
1	Executive Director
1	Administrative Assistant III
TOTAL POSITIONS	
2 Positions / 2.0 Staff Years	

FY 2005 Funding Adjustments

The following funding adjustments from the FY 2004 Revised Budget Plan are necessary to support the FY 2005 program:

- ◆ **Employee Compensation** **\$6,197**
An increase of \$6,197 is associated with salary adjustments necessary to support the County's compensation program.

Board of Supervisors' Adjustments

The following funding adjustments reflect all changes to the FY 2005 Advertised Budget Plan, as approved by the Board of Supervisors on April 26, 2004:

- ◆ The Board of Supervisors made no adjustments to this agency.

Changes to FY 2004 Adopted Budget Plan

The following funding adjustments reflect all approved changes in the FY 2004 Revised Budget Plan since passage of the FY 2004 Adopted Budget Plan. Included are all adjustments made as part of the FY 2003 Carryover Review and all other approved changes through December 31, 2003:

- ◆ There have been no revisions to this agency since the approval of the FY 2004 Adopted Budget Plan.

The following funding adjustments reflect all approved changes to the FY 2004 Revised Budget Plan from January 1, 2004 through April 19, 2004. Included are all adjustments made as part of the FY 2004 Third Quarter Review:

- ◆ The Board of Supervisors made no adjustments to this agency.

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Key Performance Measures

Objectives

- ◆ To ensure that the average number of meetings required to adjudicate appeals does not exceed two in order to process the case workload in an effective and efficient manner, and ensure due process of appellants.

Indicator	Prior Year Actuals			Current Estimate	Future Estimate
	FY 2001 Actual	FY 2002 Actual	FY 2003 Estimate/Actual	FY 2004	FY 2005
Output:					
Grievances involving final and binding decisions	51	47	50 / 25	25	35
Grievances involving advisory decisions (1)	28	68	15 / 12	15	15
Efficiency:					
Staff hours per case in final and binding decisions	45	45	45 / 45	45	45
Service Quality:					
Average waiting period for a hearing before the CSC for dismissals (in months)	3.0	2.5	2.5 / 2.5	3.0	3.0
Average waiting period for a hearing before the CSC for binding/adverse discipline other than dismissals (in months)	6.0	6.0	6.0 / 6.0	6.0	6.0
Average waiting period for a hearing before the CSC for advisory cases (in days)	45.0	30.0	30.0 / 30.0	45.0	45.0
Average days between conclusion of hearing and rendering written decision	10	10	10 / 10	10	10
Average days response to petition for hearing	7	7	7 / 7	7	7
Outcome:					
Average meetings required to adjudicate appeals (2)	2	3	2 / 2	2	3

(1) In FY 2002, the large number of advisory appeals was the result of the Administrative Study. This was a one-time experience. Workforce planning initiatives should preclude large classification studies in the future.

(2) In FY 2002, the Commission received cases that involved final and binding decisions that were more complex in nature, therefore extending the number of meeting nights for adjudication to three. This trend is not expected to continue in the future.

Performance Measurement Results

The number of grievances involving final and binding decisions from the full Civil Service Commission has dropped from 47 in FY 2002 to 25 in FY 2003. This decrease in workload may be due to extended court processing before moving to the jurisdiction of the Civil Service Commission or to appellants awaiting the naming of the new Executive Director. Assuming a transitional period these decisions are expected to remain level in FY 2004 before increasing to 35 in FY 2005. In FY 2003, the Commission staff was able to settle 36 percent of the appeals. This effort helped to maintain the projected average waiting period at six months for FY 2004 and FY 2005 which is a significant reduction from previous years, when the backlog resulted in eight month waiting periods.